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OFFICE OF RESEARCH AND REPORTS

4 August 1964

Office Regulation 20-11

PERSONNEL

ORR CAREER BOARD

25X1A

REFERENCE: Headquarters ~~CONFIDENTIAL~~
dated 18 May 1964

RESCISSION: Office Regulation 20-11, dated 2 June 1960

1. The ORR Career Board is composed of:

Assistant Director	- Chairman
Deputy Assistant Director	- Member
Chief, Economic Research	- Member
Chief, Geographic Research	- Member
Chief, Military-Economic Research	- Member
Special Assistant to AD	- Member
Chief, Administrative Staff	- Executive Secretary

2. The Chairman will convene regular and special Career Board meetings as necessary.

3. The Executive Secretary will, in addition to his normal membership duties, provide such secretariat services as may be required and is responsible for ensuring that action taken by the Board is implemented.

4. The Board's responsibilities include those enumerated in subparagraph a. of the reference regulation for all personnel assigned to the IR Career Service, and such other functions and responsibilities as the Assistant Director may direct.

5. Responsibilities of members are not delegatable. However, if

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GROUP 1 Excluded from automatic down- grading and declassification
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a member cannot attend a scheduled meeting, the Chairman may invite the officer then acting for the absent member to attend.

6. Minutes will be kept of all Career Board meetings in such form and for such circulation as the Chairman may prescribe.

7. All actions of the ORR Career Board will be in the form of approved recommendations to the Assistant Director as Head of the IR Career Service. In the event that action and/or recommendations are required under circumstances in which a formal Career Board meeting cannot be held, approval of members may be obtained individually by lateral vote. Under such circumstances, action or recommendations concurred in by a majority of the members will be noted and recorded in the minutes of the next regularly scheduled meeting.


OTTO E. GUTHE
Assistant Director

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